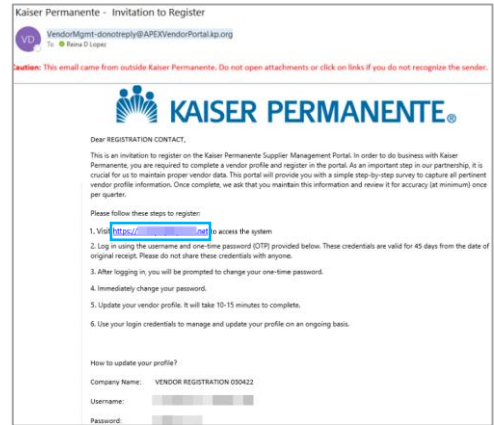
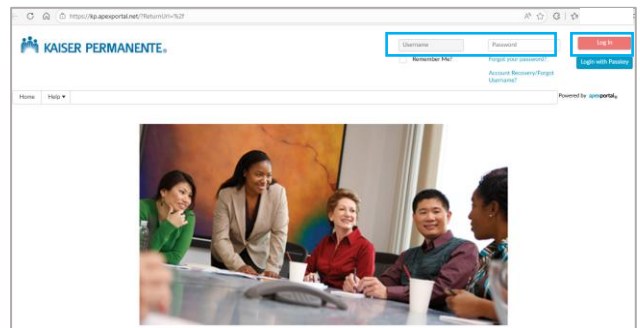


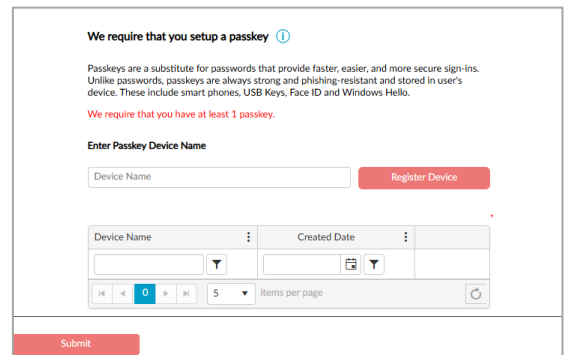
1 Vendor receives email with subject line **Kaiser Permanente - Invitation to Register** which will include an assigned username and password from VendorMgmt-donotreply@APEXVendorPortal.kp.org



2 Vendor clicks on the link directing them to self-register with the portal then logs in using the username/password provided in the Invitation to Register.

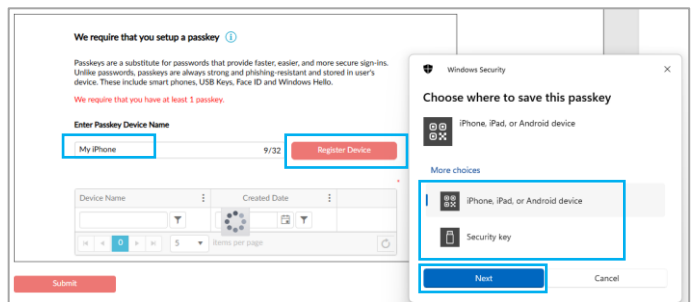


3 Vendor lands on the passkey setup page.

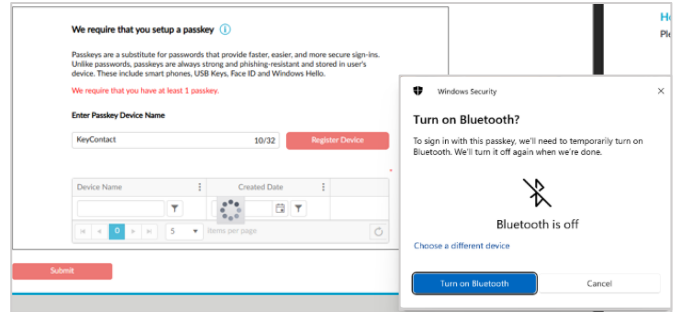


4 Vendor enters a name for their device, clicks Register Device then selects where to save the passkey and clicks Next.

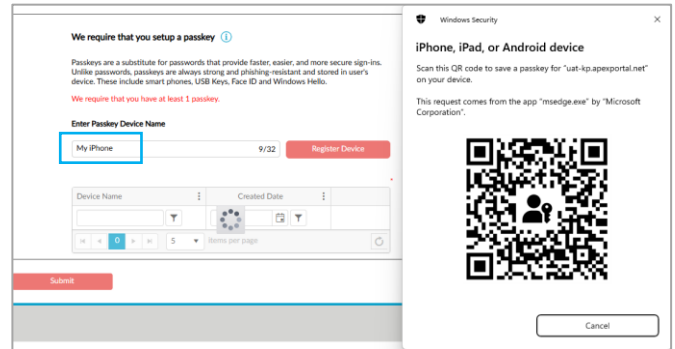
Note: Default is iPhone, iPad or Android device.



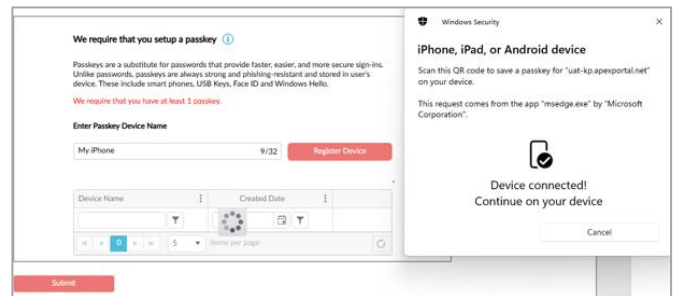
5 Vendor will be prompted to turn on Bluetooth if it is not currently on.



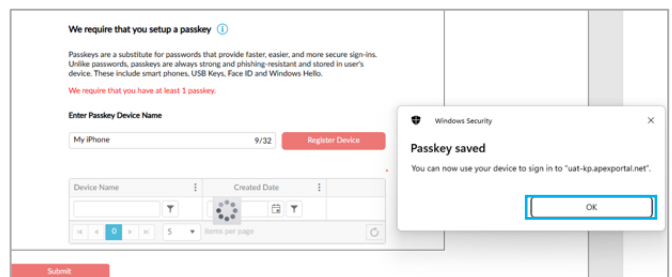
6 Vendor opens the camera on the device they are registering and scans the QR code.



7 Vendor is prompted to continue registration on their device.



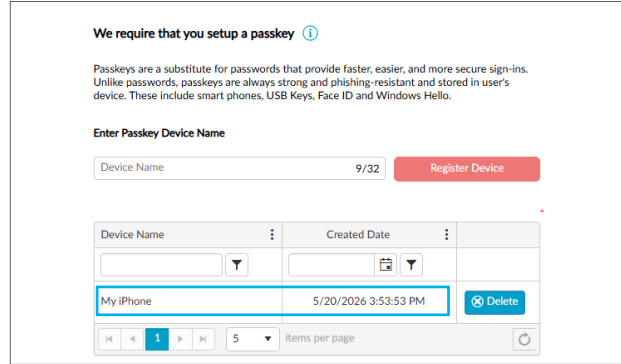
8 Vendor completes registration on their device and clicks OK to save the passkey.



PASSKEY SETUP

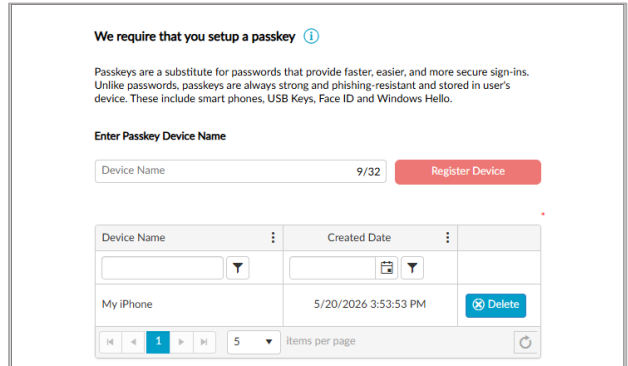
9 Vendor's device is now registered and listed with name, date, and time the device was registered.

Note: Vendor can have multiple devices registered for passkey and can follow the same steps above to add additional devices, if desired.



Submit

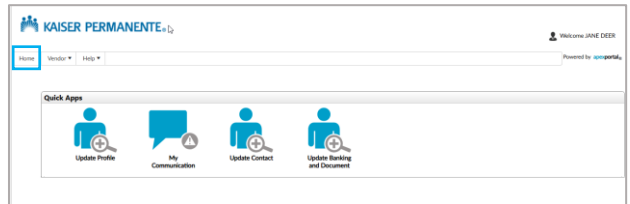
10 Vendor clicks Submit and is taken to the Home Page (10A) for an existing vendor or to the Vendor Agreement Page (10B) for a new vendor.



Submit

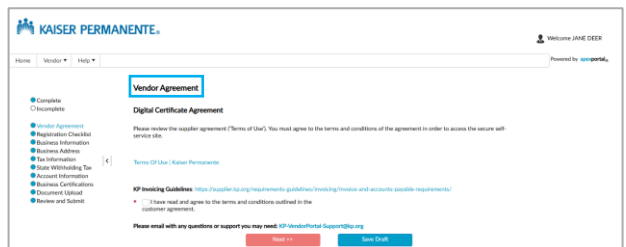
10A Home page - Existing Vendor View

Home Page



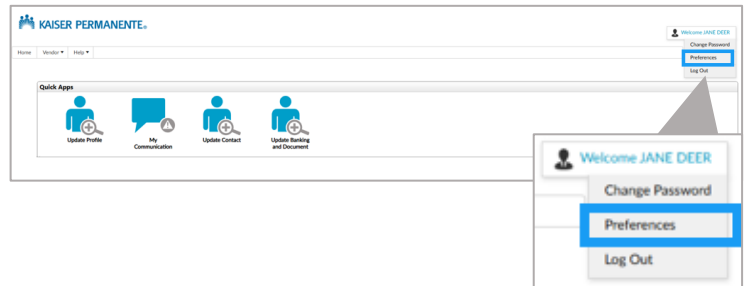
10B Vendor Agreement Page - New Vendor View

Vendor Agreement Page



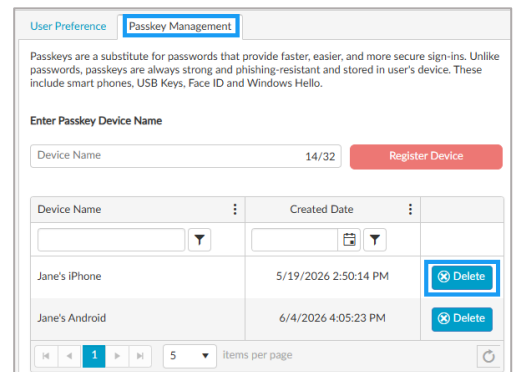
PASSKEY MAINTENANCE

1 Vendor can delete a device if it has been replaced by logging in with their passkey device then navigating to Preferences by hovering over their name on the top right corner of the screen.



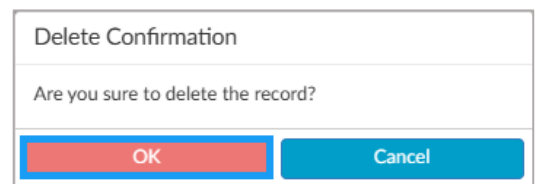
2 Vendor selects the Passkey tab and clicks the Delete button next to the device name they would like to delete

Note: You must add the new device first then delete the old device.



3 Vendor confirms they would like to delete the device.

Note: There must always be one device registered for passkey.



PASSKEY - LOST DEVICE

1 If the vendor has lost their device, they will need to send an email to the KP Vendor Portal Support Team at KP-VendorPortal-Support@kp.org requesting that their passkey be reset so that they can register a new device.

For additional questions, please contact KP Vendor Portal Support Team at KP-VendorPortal-Support@kp.org for assistance.